

LAND APPLICATION WEAPON SYSTEMS GROUP (DSCC-L)

MISSION:

Provide integrated materiel support to DOD units or Civil Agencies for assigned weapon systems and National Stock Numbers (NSNs). Responsible for integrating materiel management, procurement, technical review and quality assurance into a coordinated approach for land weapon system support.

FUNCTIONS:

1. Consolidates Group responses to inquiries and reports including Congressional inquiries, GAO and DOD Inspector General Reports, and management reviews.
2. Functions as coordinator for group suggestion evaluation program.
3. Administers personnel awards within the Application Group.

LAND CUSTOMER OPERATIONS UNIT (DSCC-LC)

MISSION:

Acts as the principal advisor and assistant to the Director responsible for development, implementation and oversight of Customer Relationship Management. Facilitates and improves communication with customers by providing a single point of entry for all customer inquiries related to logistics support, and is responsible for the management of Customer Teams (CT). Conducts Item management planning and customer service for CTs assigned to the Land Lead Center. Through identification and prioritization of customer needs, submits/ coordinates demand plans and customer requirements to Supplier Facing Organizations. Uses CT structure to improve and strengthen relationships with customer segments. Is responsible for customer readiness through weapon system program management. Measures customer performance to ensure customer satisfaction. Uses emerging technologies and tools designed to increase awareness of customer needs. Provides required information to resolve support deficiencies and enhance knowledge management.

ARMY INDUSTRIAL CUSTOMER TEAM (DSCC-LCA)
ARMY OPERATIONAL CUSTOMER TEAM (DSCC-LCB)
MARINE CUSTOMER TEAM (DSCC-LCC)

FUNCTIONS:

1. Develops, implements, and oversees all customer relationship management activities.

2. Participates in the development of the service level agreements (SLA) with customers.
3. Is responsible for execution of the customer SLA.
4. Ensures effective and efficient management of the overall customer relationships maintained within assigned CTs.
5. Plans, coordinates, directs and integrates multiple functions inherent in the directorate to ensure effective demand planning and customer service support for assigned CTs.
6. Facilitates and improves communications with customers by providing a single point of entry for all customer inquiries related to logistics support.
7. Provides planning, direction, and oversight for the implementation and/or application of evolving and innovative business strategies and practices.
8. Defines new markets and sales opportunities and develops appropriate supporting initiatives and strategies.
9. Ensures business plans are developed and implemented.
10. Manages the integration and prioritization of customer needs, and coordinates demand plans and customer requirements with supplier facing organizations.
11. Identifies and coordinates all required logistics support between Land Lead Center CT and Supplier Facing organizations, as well as Military Services.
12. Works jointly with CT Inventory Managers in developing support requirements for assigned programs.
13. Participates in demand/supply alignment meetings.
14. Identifies competitors and their strengths and weaknesses.
15. Identifies, collects and uses broad market influences that impact demand.
16. Identifies DLA's ability to meet market demand and trends.
17. Responsible as customer focal point for all weapons platforms/systems.
18. Works with logistics partners and major customers to identify life cycle programs.
19. Prepares integrated logistics plans in support of DOD weapon systems.
20. Monitors performance and customer support for DOD weapon systems.
21. Analyzes customer requisitions and usage to identify trends.
22. Determines and analyzes monthly and annual management reporting parameters.
23. Ensures appropriate financial information is available to the business managers.
24. Determines business unit cash plan approach based on effective analysis of financial data to maximize cash flow.
25. Provides accurate cost allocations to designated business sub-units.
26. Analyzes and summarizes business unit financial/business performance based on analysis and evaluation of planned to actual business unit variance.
27. Provides the single face to the customer.
28. Identifies customer requirements through collaborative or historical planning.
29. Analyzes and adjusts historical demand used for statistical forecasting.
30. Keeps abreast of current and imminent Military Service peace and wartime programs and demand for assigned items.
31. Meets with customers on a regular basis to understand anticipated requirements.
32. Ensures that the forecast plans are published to the collaborative partner.
33. Resolves demand issues with collaborative customer.
34. Coordinates with procurement influences on the forecasting plan.
35. Conducts and participates in forecast/supply alignment meetings.

36. Receives, processes and maintains customer orders.
37. Establishes, maintains, and closes customer profiles.
38. Receives and resolves customer complaints to include, but not limited to, substitute items, transactions, alternate sources of supply, etc.
39. Markets new and existing services, capabilities, and products.
40. Collects, evaluates and summarizes metrics/ performance indices relative to customer goals and objectives.
41. Executes system activities related to forecast planning.

1140 READINESS AND WEAPONS SUPPORT TEAM (DSCC-LCD)

MISSION:

Provide administrative support to the Land Group as required by the Director and Center policies and procedures. Also, responsible for assisting Service customers in resolving high priority requisition problems. Has responsibility to analyze weapon system readiness and assist the Group in identifying critical degraders and recommend corrective action.

FUNCTIONS:

1. Performs functional system analysis; monitors the existing system; develops requirements for system changes; coordinates changes to existing system directed by HQ DLA; and provides functional system training for weapon systems support and provisioning, in collaboration with appropriate operating divisions. Assures the implementation of DOD, DLA, DSC, and inter-directorate policies, procedures, plans, and programs.
2. Ensures DSC compliance with the DLA Weapon Systems Support Program (WSSP) concepts and practices for items managed by DLA.
3. Evaluates DSC WSSP performance/procedures and provides reports/recommendations to the Director and Commander.
4. Notifies HQ DLA of problems encountered in support of weapon systems.
5. Monitors weapon systems provisioning transactions that include review, analysis of output products of the Provisioning Control File (PCF) and coordination among the Operations Support Group, Senior Executive Contracting Group personnel, and the submitting Military Services' Weapon Systems Support Program managers.
6. Collaborates with the Military Service submitting activity and appropriate Operations Support Group, and contractors, as required, to ensure correct and adequate provisioning data in support of technical, cataloging and procurement personnel.
7. Participates in coordinating Weapons Systems conferences both on-Center and off-Center to include participating in development and administration of interagency agreements.
8. Executes emergency/high priority projects from DLA.

9. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes; identifies and recommends corrective actions.
10. Intensively manages critical supply problems. Manages and controls high priority supply projects and back orders.
 - a. Takes intensive management actions to satisfy critical supply problems by directing that new or additional procurements be made; direct that inventories be taken; directs the recoupment of materiel from property disposal; authorizes items or alternate sources; and initiates lateral support.
 - b. Serves as the operating and troubleshooting arm of the activity commander for resolving critical supply problems which impact the worldwide materiel readiness of the Armed Forces.
 - c. Coordinates and conducts briefings to Command and other applications on critical supply issues.
11. Participates on teams to measure, evaluate and improve critical supply problems.
12. As required, provides principal or alternate Top Secret Control, Secret Control, and/or Security Officer, provides classified document control, and administers Group Internal Security Program as prescribed by DLAR 5200.12, DLA Information Security Program.
13. Functions as Office of Primary Interest (OPI) for the group in coordinating assigned portion of Basic Emergency Plan (BEP) and the War Emergency Supply Plans (WESPs)
14. Documents accountable records for assigned items, making required adjustments.
15. Resolves customer discrepancies assigned; researches record imbalances associated with discrepancies from storage activities, initiating corrective actions; and updates status of assigned reports in the mechanized tracking system, closing when required.
16. Initiates follow-ups to depots when requested upgrade or condition code transfer actions are overdue.
17. Resolves inventory transactions rejected by the computer
18. Processes transactions related to excess items.
19. Investigates materiel release denials.
20. Processes capitalization and decapitalization actions.
21. Maintains records of due-in assets and reviews recurring documents/listings to assure validity and proper recording of receipts.
22. Researches over aged in-transit shipments and works with appropriate action offices for resolution
23. Maintains inventory and accounting records for materiel on loan, for non-expendable Government Furnished Property (GFP), Government Furnished Materiel (GFM) and items undergoing tests; and processes related supply documents.
24. Processes requests for temporary withdrawal of items from stock for display purposes; exercises control and follow-up to ensure return of items to stock.

TACTICAL VEHICLE SUPPORT UNIT (DSCC-LD)

MISSION:

Provides operational control and support to the director to accomplish responsibilities for materiel management of assigned items and to provide the necessary planning and support to the Land Application Group to satisfy customer requirements. Implements Small and Disadvantaged Business, Economic Utilization, and other programs. Establishes and maintains requirements contracts for applicable commodities. Also provides quality assurance support to DOD or civil agencies as defined in Interservice Support Agreements and directives. Develops and establishes contract quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items.

FUNCTIONS:

1. Manages multifunctional teams that are responsible for various weapon systems and federal stock classes (FSCs).
2. Develops and reviews management reports and indicators by weapon system and directs actions necessary to ensure meeting supply availability goals.
3. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes; identifies and recommends corrective actions.
4. Evaluates DSC WSSP performance/procedures and provides reports/recommendations to the Land Application Group Director and/or DSCC Commander
5. Participates, as directed and in concert with HQ DLA, with the Military Services in preparing Integrated Logistic Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
6. Notifies HQ DLA of problems encountered in support of weapon systems.
7. Participates in coordinating Weapons Systems conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.
8. Reviews proposed specifications, standards and handbooks; prepares comments and submits comments to focal point for consolidation and preparation of a coordinated DSC position.
9. Reviews DLA Fm 339s sent to the services for engineering support.
10. Participates in Technical Interchange Meetings (TIMs) and Engineering Support Cross Talk Meetings with the engineering support activities.

WHEELED VEHICLE SUPPORT TEAM (DSCC-LDA)

MISSION:

FUNCTIONS:

1. Manages multifunctional core teams that are responsible for various weapon systems and federal stock classes (FSCs).
2. Reviews management reports and indicators by weapon system and directs actions necessary to ensure meeting supply availability goals.
3. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes; identifies and recommends corrective actions.
4. Intensively manages critical supply problems. Manages and controls high priority supply projects and back orders.
 - a. Takes intensive management actions to satisfy critical supply problems by directing that new or additional procurements be made; direct that inventories be taken; directs the recoupment of materiel from property disposal; authorizes items or alternate sources; and initiates lateral support.
 - b. Serves as the operating and troubleshooting arm of the activity commander for resolving critical supply problems that impact the worldwide materiel readiness of the Armed Forces.
 - c. Coordinates and conducts briefings to Unit Chief, Land Application Group Director, and/or DSCC Commander as well as other applications on critical supply issues.
 - d. Participates on teams to measure, evaluate and improve critical supply problems.
5. Evaluates DSC WSSP performance/procedures and provides reports/recommendations to the Unit Chief, Land Application Group Director, and/or DSCC Commander.
6. Participates, as directed by Unit chief and in concert with HQ DLA, with the Military Services in preparing Integrated Logistic Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
7. Notifies Unit Chief of problems encountered in support of weapon systems.
8. Participates in coordinating Weapons Systems conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.

1211 HEAVY TRANSPORT VEHICLE CORE TEAM (DSCC-LDAA)
1212 MEDIUM TRANSPORT VEHICLE CORE TEAM (DSCC-LDAB)
1213 LIGHT TRANSPORT VEHICLE CORE TEAM (DSCC-LDAC)
1220 HEAVY TRANSPORT, REFUELERS, & GROUND SUPPORT TEAM (DSCC-LDAD)
1221 GROUND SUPPORT EQUIPMENT CORE TEAM (DSCC-LDBA)
1222 REFUELERS & SHOP EQUIPMENT CORE TEAM (DSCC-LDBB)
1223 FIREFIGHTING & VEHICULAR SUPPORT CORE TEAM (DSCC-LDBC)
1311 COMM-ELEC SYSTEMS CORE TEAM (DSCC-LEAA)
1312 NON-VEHICULAR GROUND ORDNANCE SYSTEMS CORE TEAM (DSCC-LEAB)
320 ORDNANCE SYSTEMS TEAM (DSCC-LEB)
131 FIGHTING VEHICLES & SYSTEMS CORE TEAM (DSCC-LECA)
1332 MEDIUM COMBAT VEHICLES CORE TEAM (DSCC-LECB)
1323 LIGHT COMBAT VEHICLES CORE TEAM (DSCC-LEBC)

FUNCTIONS:

1. Participates in acquisition and the development of an acquisition strategy to support assigned weapon systems.
2. Evaluates contracting packages in order to identify and coordinate resolution of deficiencies.
3. Determines method of contracting and appropriate contract clauses.
4. Determines range of competition to be solicited.
5. Implements the Small Business and Disadvantaged Business Utilization Programs.
6. Solicits bids, proposals, and quotations.
7. Evaluates bids, proposals, and quotations, and determines responsibility of prospective contractors.
8. Obtains required contract approvals and clearances.
9. Provides contractually for performance and payment bonds as appropriate.
10. Awards contracts and places purchase and delivery orders.
11. Screens and purifies Bidder's Lists periodically to assure effectiveness and economy in coordination with the appropriate offices.
12. Distributes and mails all procurement documents, solicitations, awards, purchase orders, modifications, etc., in accordance with distribution schedule.
13. Performs validation and coding for large purchase acquisition.
14. Controls ADP input/output for the directorate; prepares ADP input on large purchase requests, in preparation for solicitation, modifications, contracts, options and DD Form 350 and resolves exceptions thereto.
15. Performs quality check for all purchase documents entered into SAMMS.
16. Performs request for ADP input/output for the group.
17. Assigns PIINs via SAMMSTEL inputs and maintains PIIN register.
18. Prepares and forwards notices to unsuccessful bidders/offerors.
19. Prepares notices for Commerce Business Daily, as required.

20. Reviews and forwards Letter Notice of Award.
21. Conducts negotiations on price, type of contract and other contractual provisions.
22. Performs edit of all large purchase solicitations, IFBs, RFPs and awards resulting there from.
23. Provides contractually for progress, advance, and other financial arrangements to contractors.
24. Processes award documents consisting of contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), calls and modifications including options and set-asides.
25. Executes Emergency Supply Operation Center (ESOC) requirements.
26. 26. Processes modifications for reproduction and assure distributions.
27. Validate solicitation documents for proper inclusion, revision and new provision/clauses to include RFPs and sealed bids thereto as required.
27. Verify contract worksheets and preparation of distribution forms.
28. Review, approve or recompute, as necessary, forecasts of requirements; and applies intensive management to selected items.
29. Directs stock replenishment action.
30. Executes the War Reserve Program for assigned items, including review and validation of Military Service item selection and requirements submissions; maintains updated item management data; analyzes War Reserve acquisition objectives; and controls War Reserve assets.
31. Directs and controls distribution and redistribution of stocks.
32. Authorizes local purchase actions.
33. Assures sound investment of stock fund monies and provides financial management data.
34. Coordinates unusual storage matters with distribution activities
35. Issues disposition instructions for excess stock fund materiel.
36. Approves return of customer excesses or authorizes disposal.
37. Directs recoupment of materiel from property disposal.
38. Authorizes loans of stock fund materiel, including GFM, to contractors.
39. Determines need and directs repair, rebuild and modification of assigned items.
40. Conducts periodic reviews of supply management data to control and improve the supply position.
41. Participates in and/or initiates actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales and related programs.
42. Directs establishment and release of back orders.
43. Executes the Land Group's aspects of Foreign Military Sales (FMS) Program.
44. Directs supply actions on requisitions received from non-DOD agencies that are rejected by the computer.
45. Initiates requests to Land Materiel Management Technical Support Teams for designation of substitute or interchangeable items.
46. Advises other divisions and directorates of priorities for processing actions such as inventory, RODs, etc.
47. Evaluates DSC WSSP performance/procedures and provides reports/recommendations to the Director and Commander.

48. Participates, as directed and in concert with HQ DLA, with the Military Services in preparing Integrated Logistic Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
49. Notify HQ DLA (through chain of command) of problems encountered in support of weapon systems.
50. Serves as the group focal point for collaboration with the Military Services, contractors, and/or HQ DLA on all major provisioning programs affecting the Land Group.
51. Participate in coordinating Weapons Systems conferences both on-Center and off-Center to include participating in development and administration of interagency agreements.
52. Determine necessity for and obtains when required Military Services' authorization for the preparation of engineering drawings. Requests Military Services development of engineering drawings when not developed locally.
53. Determine interchangeability and substitutability of items in support of contracting and supply operations.
54. Perform item recoverability studies to determine technical feasibility for repair.
55. Develop, establish, and maintain the Contract Technical Data File (CTDF) and the Specification, Drawing Standards (S/D/T) Record, excluding quality control and packaging data, which identifies technical requirement for items to be procured.
56. Provide technical support for provisioning as required by provisioning control activity. (For initial provisioning buy, not to exceed two years from Date of Request.)
57. Provide technical advice on matters pertaining to shelf life codes.
58. Review, forward, maintain suspense, follow up and control internal disposition on all requests for engineering/technical support from the Engineering Support Activity.
59. Performs demilitarization studies in response to demilitarization code challenges.
 - a. Develops/determines and tailors the following contract quality assurance provisions to meet the needs of each contract:
 - b. Determines a need for verification inspection/testing that must be performed to demonstrate compliance with technical requirements, including packaging, when such inspections, Supplementary Quality Assurance provisions, tests and sampling plans are not provided by the Military Services. Collaborates with the DSCC Test Laboratory, Center elements, and Military Services, as necessary.
 - c. Determines the appropriate type of contract quality requirement (e.g., Standard Inspection, MIL-I-45208, MIL-Q-9858) the contractor must establish and implement.
 - d. Determines place of inspection and acceptance where the Government reserves the right to perform contract quality assurance actions.
 - e. Determines first article inspection requirements for inclusion in contracts.
 - f. Participates in first article inspection when necessary.
 - g. Determines test, measuring and diagnostic equipment calibration requirements for inclusion in contracts.
 - h. Reviews and evaluates shelf life requirements for inclusion in contracts.

- i. Establishes bid sample requirements in contracts. Technically evaluates sample and furnishes recommendations for approval/disapproval to contracting officers.
- 60. Determines need for and participation in pre-award surveys and post-award conferences and evaluate subsequent reports.
- 61. Prepares and issues Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
- 62. Performs Quality Systems Management Visits to evaluate the adequacy of technical requirements and product conformance, provides technical guidance, and resolves quality problems.
- 63. Evaluates requests for waivers and deviations, coordinates position, as appropriate, and recommends approval/disapproval to contracting officers.
- 64. Investigates, resolves, takes corrective action, and responds to customer/depot complaints that report product or packaging quality deficiencies.
- 65. Establish maintains and uses quality history data by item, contractor and specification via Quality Evaluation Program (QEP), Customer Depot Complaint System (CDCS), and other Automated Information Systems (AIS).
- 66. Identifies and/or resolves quality assurance problems with the contract technical data package (e.g., specifications, drawings, and other technical data).
- 67. Identifies need for laboratory testing (e.g., support of customer complaint resolution) and request such testing through Operations Support Group.
- 68. Evaluates inspection and test results/reports for compliance to specified requirements and recommends approval/disapproval to contracting officers.
- 69. Develops quality assurance storage standards for depot level quality control program.
- 70. Develops or assists in the development of quality assurance guidance, procedures, and programs for assigned Group functions to implement HQ DLA/DSCC/Group policy and objectives.
- 71. Develops DLA-specialized commodity training or technical guidance for field contract administration services and depot Quality Assurance personnel.
- 72. Reviews Section 4 of product specifications and recommends improvement in support of the DLA assigned mission of the DOD Standardization Program through the Center Standardization element.
- 73. Provides technical guidance and support to DLA Laboratories and depots on calibration and metrology matters.
- 74. Controls and conducts quality performance evaluation of the Quality Vendor Program (QVP) applications and attends intra-Center meetings, as necessary.
- 75. Coordinates Center participation in the QVP to establish competition initiatives with other functional directorates. Maintains close surveillance and recommends addition/removal or other actions as vendor performance improves/deteriorates.
- 76. Serves as the Center focal point for quality deficiency report status inquiries from military customers. Conducts research necessary to resolve status requests and responds to the customer.
- 77. Investigates, resolves, takes corrective action and responds to non-conformities identified by DSCC Quality Verification Laboratory in support of Contractor

Assessment Product Evaluation (CAPE), Statistical Analysis for Laboratory Testing (SALT) and other DLA directed programs.
(-LDB)

1300 ORDNANCE AND COMM-ELEC UNIT (DSCC-LE)

MISSION:

Provides operational control and support to the director to accomplish responsibilities for materiel management of assigned items and to provide the necessary planning and support to the Land Application Group, to satisfy customer requirements. Implements Small and Disadvantaged Business, Economic Utilization and other programs. Establishes and maintains requirements contracts for applicable commodities. Also provides quality assurance support to DOD or civil agencies, as defined in Interservice Support Agreements and directives. Develops and establishes contract quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items.

1310 COMM-ELEC AND NON-VEHICULAR ORDNANCE TEAM (DSCC-LEA)
HEAVY COMBAT VEHICLES CORE TEAM (DSCC-LEBA)
COMBAT ARMORED VEHICLES & SYSTEMS TEAM (DSCC-LEC)

FUNCTIONS:

1. Reviews management reports and indicators by weapon systems and directs actions necessary to ensure meeting supply availability goals.
2. Evaluates DSC WSSP performance/procedures and provides reports/recommendations to the Director and Commander.
3. Participates, as directed and in concert with HQ DLA, with the Military Services, in preparing Integrated Logistic Support plans and in materiel readiness reviews, to determine effectiveness of DLA support to weapon systems.
4. Notifies HQ DLA of problems encountered in support of weapon systems. Participates in coordinating Weapons Systems conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.

1400 WEAPON SYSTEM SUPPORT UNIT (DSCC-LH)

MISSION:

Serves as the DLA POC and DLA team leader at the program level for assigned weapon systems. Works closely with Service Program Managers and depot maintenance activities to resolve fleet wide readiness/supply support issues for DLA supported weapon systems. The Lead Center will develop and direct support concepts and plans to bring ILS solutions to Service-managed systems IAW Service/DLA support goals and objectives. Lead Center responsibilities within the organization will be performed by Weapon System Support Managers (WSSMs).

FUNCTIONS:

1. Gather, analyze and interpret service and DLA data.
2. Ensure weapon system program data is included in the requirements determination process.
3. Ensure requirements are included in the DLA budget.
4. Disseminate configuration, technical and safety issues impacting support.
5. Maintain weapon system readiness metrics.
6. Advise and educate customers on DLA policies and procedures.
7. Prepare/conduct internal program reviews.
8. Advocate investment and acquisition strategies.
9. Manage/oversee IFSGs.
10. Assure representation at weapon system meetings.

LAND DEPUTY DIRECTOR UNIT (DSCC-LL)

FUNCTIONS:

1. Maintain, analyzes and coordinates Application Group financial management data and develops the operating program/budget for the Application Group, to include justification to support resource requirements.
2. Coordinates and processes all personnel actions for the group.
3. Functions as OPI for the group in coordinating training requirements for assigned personnel.
4. Functions as OPI for the group in the reorganization or realignment of functions.
5. Functions as coordinator in conjunction with the CIO in the internal management control and analysis of the group, including position management operations and cost and performance data to determine efficiency and system performance; participates in/develops statistics charts and management information for group.
6. Performs all centralized administrative support functions essential for operational

control and coordination of the group, including:

- a. Coordinates group requirements for space, office moves, facilities, equipment and nonexpendable supplies.
 - b. Responsible for custody of assigned Government-owned property.
7. Performs studies, analyzes information and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, or corrective ineffective or inefficient procedures for processing of administrative work throughout the group.
 8. Coordinates policy and procedures with the Corporate Information Office.
 9. Serves as group focal point for all functional matters relating to the use of AIS and microcomputers.
 10. Coordinates with other group and LMG personnel, functional requirements/descriptions and appropriate justification for systems changes necessary for the group for standard, unique and microcomputer systems.
 11. Provides technical advice and assistance to the group and functional managers with respect to AIS.
 12. Researches specific AIS problems/products within the directorate to identify cause factors to the degree functional specialists can confirm functional requirements were adequately and properly followed in systems design. Requesting assistance from appropriate activity when necessary to resolve problems.
 13. Participates or coordinates, as required, in testing of functional AIS programs and program changes and in studies/reviews of functional systems requirements.
 14. Coordinates changes to the reports format file (RFF).
 15. Coordinates Safety Program.
 16. Coordinates the development and/or implementation of policies, procedures and programs relative to personnel management and administrative planning with the Application Group.
 17. Performs all TASR duties for the Application Group, to include obtaining required systems access and training new team level TASOs.

1600 LAND ACQUISITION AND ADMINISTRATION UNIT (-LX)

MISSION: Provide better consolidation of the conception, information gathering, realization, and management of Long Term Contracts and Corporate Contracts, and Tailored Support Initiatives in a single, focused Unit with the Contract Administration Team complementing the effort by taking advantage of their unique orientation along State lines. Overall, the Acquisition and Administration Unit provides emphasis on achieving long term, best value contractual relationships and detailed, proactive administration of all Land's contracts.

6610 LONG TERM & CORPORATE CONTRACTS TEAM (-LXA)

MISSION:

Responsible for identifying business opportunities and developing complex Long Term contracts to meet the specific needs of a major DSCC customer or weapon system. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new contractual support arrangement. Ensures the long-term contracts include provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals. Develops complex Long Term Contracts such as Corporate Contracts or large groupings of items in support of the DSCC SCP initiatives and in support of various Tailored Support Arrangements.

FUNCTIONS:

1. Develops complex long-term contracts such as Corporate Contracts or significantly large groupings of items based on manufacturing characteristics or manufacturer. These contracts may become part of the DSCC Supply Chain utilized by various TSAs or become their own tailored support for some customers.
2. Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.
3. Conducts market/industry research to create, expand, and maintain long term contractual support. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout the Agency as well as supporting Teams/Groups by contributing to a local market research results repository

and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends.

4. Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and opportunities for increased support. Determines business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations.

5. Performs acquisition management. Prepares for Contract activations (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the success of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

1620 TAILORED SUPPORT TEAM (-LXB)

MISSION:

Responsible for identifying business opportunities and developing Tailored Support Arrangements (TSA) to meet the specific needs of a major DSCC customer. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new support arrangement. Ensures the tailored support arrangement includes provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals.

FUNCTIONS:

1. Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.

2. Conducts market/industry research to create, expand, and maintain tailored support initiatives. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other

academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout all TSTs and supporting Teams/Groups by contributing to a local market research results repository and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends.

3. Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and opportunities for increased support. Determines business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations. Formulates and screens possible tailored support courses of action against all available information and conducts roll-out analysis with customer input to determine the best tailored support solutions.
4. Develops and finalizes customer tailored support strategies. Finalizes BCAs and completes transition, material management, and acquisition plans. Facilitates the complete supply chain partnership and commitment of affected customers, vendors, DLA Headquarters and other ICPs. Obtains approvals and submits applicable system change requests (SCR).
5. Implements tailored support strategies. Drafts Statements of Work (SOW) with customer input and develops source selection and planning teams. Defines contractor performance metrics. Prepares solicitations and evaluates offers. Completes total ownership cost analyses and conducts negotiations. Prepares and awards contracts.
6. Performs acquisition management. Prepares for Contract activations (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the success of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

1630 CONTRACT ADMINISTRATION TEAM (-LXC)

MISSION: Performs the full range of contract administration functions on all contracts and purchase orders awarded by the Land Application Group.

FUNCTIONS:

1. Conducts negotiations on price, delivery and other contractual provisions.

2. Issues contract modifications for Small Business/Labor Surplus Area Set Aside Awards and Option Exercises.
3. Assumes PCO functions immediately after awards have been issued; responds as PCO to all inquiries from contractor CAS elements, and requisitioning activities.
4. Performs post award actions as noted below and as otherwise provided in the DFARS, FAR and implementing guidance.
5. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract Review Board hearings on contract disputes.
6. Reviews and approves changes to contracts. Issues contract and purchase order modifications, change orders, supplemental agreements and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option Exercises and contract modification affecting new acquisition will be issued by the appropriate office.)
7. Handles processing of performance bonds.
8. Processes progress and advance payments, guaranteed loans and other financial arrangements. Negotiates for and prepares modifications of contracts to provide above financial arrangements by Supplemental Agreement when required.
9. Evaluates and approves subcontractors for existing contracts as required.
10. Issues Show Cause Letters, Cure Notices and Terminations for Convenience/Default. Issues cancellation/withdrawal actions on purchase orders.
11. Obtains contract performance data; monitors, processes and expedites contracts, delivery and purchase orders; develops contract status information. Responds to inquiries by requisitioning activities through appropriate offices relative to status of contract actions.
12. Receives, processes and files all completed contractual documents and related correspondence; maintains all acquisition folders, contractor suspense and locator files; and processes contract files for retirement.
13. Maintains liaison with field post award and production elements.
14. Initiates and processes to conclusion necessary warranty actions, as appropriate.
15. Coordinates management action with field post award organizations when delegations exist.

16. Takes action to resolve deficiencies reported by Procurement Data Package Recommendation/Deficiency Reports (DD Form 1716).
17. Initiates actions to resolve delinquent awards.
18. Participates in the value Engineering/Analysis Cost Reduction Programs.
19. Performs ongoing reviews; and takes actions to uncover fraud, waste and abuse (substitution, fast pay violations, defective items, etc.).
20. Identifies and advises management of contractors having deficient performance problems. Maintains close surveillance and provides feedback.
21. Detects and reports suspected overpricing to the Pricing Officer.
22. Recommends placement of contractors having serious performance deficiencies on internal DSCC Contractor Review List (DCRL). Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.
23. Initiates and assists Counsel involving suspension/debarment actions against contractors suspected of fraud or other serious contract violations.
24. Provides Contracting Officer support to the group by preparing modifications, premium pay justification, diversion modifications, etc., in support of the Emergency Supply Operation Center (ESOC).
25. Maintains suspense for bilateral award documents, following up to contractor as required, pending receipt of signed contractual documents.
26. Reviews modifications and postaward actions and prepares SAMMS subsystem postaward input.
27. Performs reconciliation of contracting and production input to the commitment award, billing, payment requisition status, requirements and distribution files.
28. Processes modifications for reproduction and assures distributions.
29. Maintains current all regulations and implementation of regulations to assure all documents are accurate and in accordance with existing procedures.
30. Recommends termination of existing procurement actions when warranted.
31. Expedites stock buys when actual or potential back orders exist.

32. Reviews management reports and indicators by weapon system and directs actions necessary to ensure meeting supply availability goals.

LAND APPLICATION WEAPON SYSTEMS GROUP DSCC-L

